

**PR10294510 – INL : IAWP INTERPRETER SERVICE, LABUAN  
BAJO, NOV 7-10, 2021**

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**I. GENERAL REQUIREMENTS:**

The purpose of this firm fixed price purchase order is to procure INL : IAWP INTERPRETER SERVICE & RENTAL SIS EQUIPMENT (including Lodging and Transportation Fee), IN LABUAN BAJO - INDONESIA, ON NOVEMBER 7 - 10, 2021

**IMPORTANT NOTE:** Central Contractor Registration

For procurement or contracts over \$30,000.00, the contractor must be registered within Central Contractor Registration, which is part of the [System for Award Management \(SAM\)](#).

Prospective offerors are encouraged to complete the DUNS and SAM registration process prior to the submittal of their proposals in response to this solicitation.

**II. PRICING:**

The Contractor shall provide a firm fixed price in Rupiah for **RFQ No. PR10294510**

Name of Company & logo:

DUNS and SAM Numbers:

Address & Phone number:

Contract Person:

E-mail address:

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Line Item	Description of Services	QTY	Price	10% VAT (PPN)	Total Firm-Fixed Price
1	INL : IAWP INTERPRETER SERVICE & RENTAL SIS EQUIPMENT (including Lodging and Transportation Fee), IN LABUAN BAJO - INDONESIA, ON NOVEMBER 7 - 10, 2021	1 Lot			
	TOTAL				

**III. SPECIFICATION REQUIREMENTS:**

**Conference date** : November 7-10, 2021

**Conference hours** : 8:30 am - 17:00 pm

**Number of attendees** : 300 in-person and numerous virtual attendees

**Venue** : Labuan Bajo, Indonesia

**Requirements:**

**LANGUAGES**

- Indonesian
- English
- Spanish
- French

With language relay for each respective language

**Language pair**

Indonesia >< English

Spanish >< English

French >< English

With language relay for each respective language

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**INTERPRETER SERVICES & SIS RENTAL**

1. Simultaneous interpretation system and services for four (4) days. November 7-10, 2021.
2. Provide headsets for 300 attendees in Labuan Bajo, along with at least 30 spare headsets or 10% of the attendees.
3. Provide SIS equipment and controller for (1) one plenary room and (4) four break out rooms.
4. (5) Five break out rooms daily with hybrid capability in each room with simultaneous interpretation capability for English, Spanish, French and Indonesia on November 8-10, 2021 (3 Days).
5. One Team Simultaneous interpreters service for plenary room present physically at the venue with English, Spanish, French and Indonesia for one full day (8 hours,) on November 7 - 10, 2021 (4 days).
6. Four teams for remote simultaneous interpreters service (using zoom platform) with English, Spanish, French and Indonesia for one full day (8 hours), on November 8 - 10, 2021 or (3 days).  
Estimate time below for break out rooms:

09:00 am – 10:00 am

10:00 am – 11:00 am

12:30 am – 13:30 am

13:30 am - 14:30 am

14:30 am – 15:30 am

**Note:**

- Some of the sessions will be recorded with live question and answer sessions.
  - The time of the virtual sessions will vary depending on the dynamic of the conference and sessions.
  - The conference organizer will provide the meeting platform link.
7. The interpreter should be familiar with justice, security and law enforcement terms and phrases, to be able to provide accurate language translations and have at least 2 years of experience in interpretation.
  8. Estimated overtime cost not to exceed four hours per day per interpreter.
  9. At least five technicians on standby during the conference for troubleshooting and technical issues.

**ADDITIONAL REQUIREMENTS**

1. The proposed cost should already include transportation, per diem and lodging for interpreters and technicians and shipping for equipment.
2. The workshop organizer could not provide meals for interpreters and technician during the workshop hours.

**IV. PROCUREMENT TERMS & CONDITIONS:**

1. The vendor must be willing to accept Purchase Order (PO) from U.S. Embassy Jakarta.
2. Vendor's contract is not accepted and signed.
3. All items bid must meet or not to exceed specifications listed.
4. Proposals must be in local currency (Rupiah), firm fixed price to include tax and any other anticipated charges.

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5. The items and services must be delivered to the US Embassy Jakarta. (Delivery cost should be included in the quotation).
6. Selected vendor must be able to accept payment within 30 (thirty) days after the orders are delivered completely and the original correct invoice is received.
7. The payment will be made through Electronic Fund Transfer (EFT) to the vendor bank account (Indonesian Rupiah) as stated on the invoice.
8. Any cancellations after PO acceptance, only services rendered will be paid.

The quotation is due on October 23, 2021

Please follow instructions in Sections II – IV for a quotation to be considered, and email the quotations at [yoriany@state.gov](mailto:yoriany@state.gov)